



eCBP Broker Triennial Status Report Submission: Individual License – Sole Proprietor, actively engaged in transacting business as a broker

Quick Reference Guide

The following are common tasks that broker license holders need to perform in eCBP.

Please refer questions regarding this process to the CBP Information Center | <https://help.cbp.gov/>

Accessing eCBP

- eCBP home page: <https://e.cbp.dhs.gov>

Completing a Triennial Status Report (TSR): Individual License – Sole Proprietor, actively engaged in transacting business as a broker

1. On the eCBP home page, select **Brokers**.

[Brokers](#)

2. On the Brokers home page, select **Triennial Status Report**.

[Triennial Status Report](#)

3. In the pop-up window, select **CONSENT & CONTINUE**.

CONSENT & CONTINUE

4. On the Login.gov screen, enter email, password, and select **Sign In**.

Sign In

5. For first-time users, or if you have forgotten your password, refer to the **eCBP Broker TSR Quick Reference Guide How to Log In**.

6. On the Brokers home page, select **Triennial Status Report**.

[Triennial Status Report](#)

7. Select **Triennial Status Report** button.

Triennial Status Report

8. On the License Information screen, enter the License Number and issued date exactly as they appear on your paper license.

License Number *

Issue Date (MM/DD/YYYY)*

Date can be entered by entering all eight digits or through the pulldown calendar button on the right.



9. Select **Next**.

Next

10. If the License Number and Issued Date are a valid combination and the license is eligible for a TSR to be submitted, the screen will populate the **Licensee Name** and **Issuing Port**.

- If the **License Number** and **Issued Date (MM/DD/YYYY)** are not a valid combination, the system will allow three retries before logging the user off the system. The user's login will be frozen for 20 minutes.
- If no match was found for the license information, the combination of license number and date of issue does not match the information in the ACE data.

No match was found for the license information

- Re-enter license information
- If error persists, visit CBP Information Center at <https://help.cbp.gov> or contact 1-877-227-5511

Close

- If the license does not match login credentials, then another login.gov identity has already begun filing a TSR for this license number/date of issuance combination. Check which alternative login.gov identity was previously used to access this license.

License does not match login credentials

- License is associated with a different login.gov account
- For questions visit CBP Information Center at <https://help.cbp.gov> or contact 1-877-227-5511

Close

- If assistance is needed with the eCBP website, visit [CBP Information Center](#) or call 1-877-227-5511.

11. Below the Licensee information, **three minimum eligibility questions** appear (19 CFR 111.30(d))

- Are you actively engaged in transacting business as a broker? **Y/N**

☒ Yes ☐ No

Individuals are considered to be "actively engaged" in transacting customs business when they are currently transacting or have recently transacted customs business on behalf of others as a sole proprietor.

- Are you currently a Federal employee? **Y/N**

☐ Yes ☒ No ☐ Yes (Reserves not on active duty)

- Have you engaged in any conduct that could constitute grounds for suspension or revocation of your license as described in 19 CFR 111.53? **Y/N**

☐ Yes ☒ No

Should the license holder have reason to answer Yes to this question, an explanation box will appear for a brief response.



12. Select

Next

Next.

13. Address & Contact Screen, confirm or edit mailing address and enter email address:

a. Mailing Address

- i. **Street Number** (required): enter the house/building number only, do not include the street name or unit number in this field.
- ii. **Street Name** (required): Full street name, include direction and/or type if appropriate
- iii. **Apt, Suite, Unit #** (optional)
- iv. **City** (required)
- v. **State/Province** (required)
- vi. **Zip Code** (required)
- vii. **Country** (required)

The Trillium address standardization program may offer an updated USPS approved address; user may accept the suggested address or ignore and continue.

b. Contact Information

- i. **Email address**
- ii. **Confirm Email address**

Confirmation must be retyped; the system will not allow copy/paste.

14. Sole Proprietor Screen, Verify Sole Proprietor Brokerage information. As the system verifies the license holder's License Number and issue date, the system also cross-references that the license holder possesses a valid district permit(s). This classifies the individual license holder as a sole proprietor conducting broker business.

- a. Verify license holder name and CBP approved Trade Name (if applicable).

i. Name of Brokerage

2 Sole Proprietor

Verify Sole Proprietor Brokerage Name and confirm/update Address where business is conducted

Name of Brokerage Sampath VolSuspended-SP10 Bangaru

CBP Approved Trade Name

- ii. Confirm/update address where business is conducted



1. Business Address

- a. **Street Number** (required): enter the house/building number only, do not include the street name or unit number in this field.
- b. **Street Name** (required): Full street name, include direction and/or type if appropriate
- c. **Apt, Suite, Unit #** (optional)
- d. **City** (required)
- e. **State/Province** (required)
- f. **Zip Code** (required)
- g. **Country** (required)
- h. **Website** (optional)

This information has been prepopulated from the ACE database, however, updates do not get transferred back to the ACE database (as mailing address does). The license holder must alert their BMO to any **business address** changes.

15. Employee Document Screen, confirm if the Sole Proprietor has employees and if 'Yes', provide a document upload of the employee list in accordance with 19 CFR 111.28(b).

- a. Do you have employees?

3 Employee Document

Do you have employees? *

☒ Yes ☐ No

If Yes, select/upload list of employees

- i. Select Yes or No

- b. If Yes, select/upload list of employees.

3 Employee Document

Do you have employees? *

☒ Yes ☐ No

If Yes, select/upload list of employees

TSR Broker Sole Proprietor Employee List.docx

Select File Cancel

Upload

Accepted file types: .csv, .doc, .docx, .xls, .xlsx and .pdf



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- i. Navigate to the directory/folder on your computer by pressing the Select File button. After selecting the file, the file name will appear. Select Upload to transfer the file into eCBP.
 - ii. If the file needs to be updated or replaced, simply follow the Select File instructions above. Each upload over writes the previous upload file.
 - iii. **Note:** The file must be: .csv, .doc, .xls, .xlsx, or pdf format.
- c. When the file upload is complete and successful, the file name is displayed.

If Yes, select/upload list of employees

Select file...

Select File

Cancel

TSR Broker Sole Proprietor Employee List.docx

Upload

Accepted file types: .csv, .doc, .docx, .xls, .xlsx and .pdf

16. Payer Selection Screen, signify if the TSR fee will be paid by '**Myself**' or the '**Brokerage**' employer (Sole Proprietor).

- a. Myself

This Triennial Status Report fee will be paid by: *

☒ Myself

☐ Brokerage

Filer Code: BVR

Brokerage Name: AIR CARGO TRANSPORT SERVICES, INC.

- b. By signifying that the license holder will pay for themselves, the filer may continue on to e-sign and pay to complete the TSR filing process. (**Continue to Step 17**)
- c. By signifying that the sole proprietor ("Brokerage") will pay on behalf of themselves and their employee(s), the filer will e-sign their report and leave it in 'payment pending' status. (**Continue to Step 20**)

17. Review/e-Sign Screen – Myself Pay

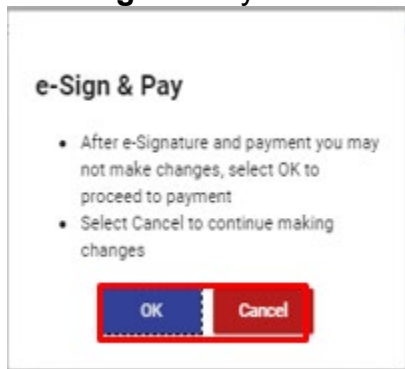
- a. On the bottom of the Review/e-Sign screen, enter **Sole Proprietor name** in the signature field.

- b. On the Review/e-Sign screen, select **e-Sign & Pay**.

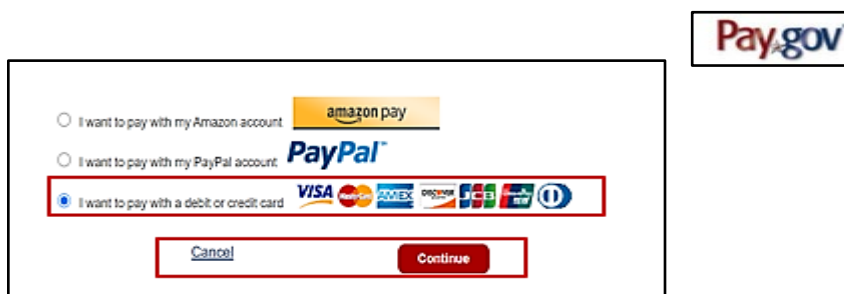


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


- c. **Warnings:** the system will warn that the TSR will be locked upon payment





- d. Select payment method, follow instructions for the method chosen



Processing a Payment Using Amazon Pay

- On the **Please select a payment method** screen, select the **I want to pay with my Amazon account**  option.
- In the pop-up window, select **OK**. 
- On the **Amazon Pay** screen, enter in the required information and select **Place your order**. 
- On the Payment checkbox and  Review screen, select the Authorization select **Continue**.

Processing a Payment Using PayPal

- On the Please select a payment method screen, select the **I want to pay with PayPal** option. 
- On the PayPal account home page, enter in your email and password associated with your account and select **Log In**. 



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- On the **PayPal pay** screen, enter in the required information and select **Continue**.



- On the **Payment Review** screen, select the Authorization checkbox and select **Continue**.



Processing a Payment using Credit/Debit Card

- From the Please select a payment method screen, select the **I want to pay with a debit or credit card** option.



- In the pop-up window, select **OK**.



- On the Credit and Debit Card account information screen, enter in the required fields and select **Continue**.



- On the Payment Review screen, select the Authorization checkbox and select **Continue**.



18. Payment Summary completes the payment process – Myself pay

Your payment has been processed successfully! A receipt has been emailed to your email address on file.

Payment Summary	
Receipt Number:	400069449
Total Amount:	\$100.00
Payment Method:	PLASTIC_CARD
Payment Date:	November 23, 2020
Pay Gov Tracking ID:	3FRJUCFA
Agency Tracking ID:	300892147

[Download Receipt](#) [Return to Broker Home](#) [Close](#)

- 19. Follow processes below to retrieve/download copies of payment receipt, payment notification and the submitted TSR. (see “Retrieving a Completed Triennial Status Report” and/or “Retrieving a Broker License TSR Receipt/Payment Notification” below)

- 20. **Payer Selection Screen**, signify that the TSR fee will be paid by ‘Brokerage’ employer.



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a. Brokerage

This Triennial Status Report fee will be paid by: *

☐ Myself

☒ Brokerage

Filer Code	Brokerage Name
BVR	AIR CARGO TRANSPORT SERVICES, INC.

Note: The TSR is not considered submitted until the fee has been paid. The individual license holder is ultimately responsible to ensure the payment is made in a timely manner.

- b. By signifying that the brokerage will pay on behalf of themselves and their employee(s), the filer will e-sign their report and leave it in 'payment pending' status.

21. Review/e-Sign Screen, apply e-signature and exit the system as the TSR is in 'Payment Pending' status.

a. Enter your name on the e-signature line and press the e-signature button

WARNING: Any misstatement or willful omission of pertinent facts in this status report constitutes sufficient grounds for action against a broker including suspension or revocation of the license. Authorizing payment by another party will not relieve you of the liability for the status report fee not paid by the designated party. I am solely responsible for the timely payment of the status report fee.

I, Gayle M Maddox certify that the information provided in this status report and supporting attachments (e.g., employee lists, if applicable) is true and correct to the best of my knowledge and belief.

[Download Status Report](#) [e-Signature](#)

b. System response to pressing the e-Signature button

You have selected Brokerage as the payer - select 'Download Status Report' or 'Exit'

- Any changes made to the Triennial Status Report will require you to e-sign again
- The Status Report is not Submitted until fee has been received

[Close](#)

- c. After selecting the e-Signature button, the system will invite the user to download their TSR. Upon downloading the TSR, verify that in the upper left corner of the document the report indicates '**Payment Pending**'. This indicates a successful submission and user may exit the system.
- d. When the brokerage employer has made payment on behalf of the licensed employee, a 'payment notification' will be emailed to the email address indicated on the '**Mailing & Contact**' screen. TSR stored in eCBP is now final and considered filed in a timely manner.

Select and pay multiple 'Payment Pending' TSRs

- From the Triennial Status Report Home page, select '**Brokerage Payment**'



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- On the License Information screen, enter Sole Proprietor's license number and issued date exactly as they appears on your paper license. Date can be entered by entering all eight digits or through the pulldown calendar button on the right.

In order to retrieve the brokerage status reports pending payment, provide the brokerage license information:

License Number *

Issue Date (MM/DD/YYYY)*

- Select Next

Next

- Identifying who is making the actual payment, the system will determine if the login credentials match the Qualifier or Sole Proprietor who originally filled out the TSR. If the login credentials are not associated, the system will collect contact information on the payer

License Name	Issuing Port	License#	Issue Date
Aspen Forwarders & Custom House Brokers, Inc	1001	05415	06/02/1976

Do you have an Individual Broker License? ☐ Yes ☐ No

- Yes: the system will check to make sure the individual broker license holder has previously submitted their individual TSR.
 - No: the system will collect contact information on the payer to enable the delivery of the payment receipt
- System requires the recording of the full name and email address, entered twice to ensure accuracy. Enter the data; confirmation of email must be hand typed - copy and paste is not allowed.



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Next Exit

<u>License Name</u>	<u>Issuing Port</u>	<u>License#</u>	<u>Issue Date</u>
Aspen Forwarders & Custom House Brokers, Inc	1001	05415	06/02/1976

Do you have an Individual Broker License? ☐ Yes ☒ No

Name and Email for Receipt

<u>First Name*</u>	<u>Middle Name</u>	<u>Last Name*</u>	<u>Suffix</u>
John	lama	Broker	Jr

<u>Email*</u>	<u>Confirm Email*</u>
JohnlamaBroker@ABCBrokerage.com	JohnlamaBroker@ABCBrokerage.com

6. Select Next Next

7. TSR Payment List: the system will produce a list of TSRs ready to pay.


Table 1

Triennial Status Report Payment List - <License Number> and <License Name>						
Outstanding Amount Due					Total Quantity: 14	\$1,400.00
<input type="checkbox"/> Select All	Issuing Port ↑↓	Name ↑↓	License ↑↓	Rate	Quantity	Amount
<input type="checkbox"/>	3201 Honolulu, HI	Washington, George	12345	\$100.00	1	\$100.00
<input type="checkbox"/>	5301 Houston, TX	Hamilton, Alexander	22345	\$100.00	1	\$100.00
<input type="checkbox"/>	3001 Seattle, WA	Jefferson, Thomas	33245	\$100.00	1	\$100.00
<input checked="" type="checkbox"/>	5301 Houston, TX	Franklin, Benjamin	44235	\$100.00	1	\$100.00
<input type="checkbox"/>	3001 Seattle, WA	Adams, John	55235	\$100.00	1	\$100.00
<input type="checkbox"/>	3001 Seattle, WA	Jefferson, Thomas	33245	\$100.00	1	\$100.00
<input checked="" type="checkbox"/>	5301 Houston, TX	Franklin, Benjamin	44235	\$100.00	1	\$100.00
<input type="checkbox"/>	3001 Seattle, WA	Adams, John	55235	\$100.00	1	\$100.00
<input checked="" type="checkbox"/>	5301 Houston, TX	Hamilton, Alexander	22345	\$100.00	1	\$100.00
<input type="checkbox"/>	3001 Seattle, WA	Jefferson, Thomas	33245	\$100.00	1	\$100.00
<input type="checkbox"/>	5301 Houston, TX	Franklin, Benjamin	44235	\$100.00	1	\$100.00
<input type="checkbox"/>	3001 Seattle, WA	Adams, John	55235	\$100.00	1	\$100.00
<input type="checkbox"/>	5301 Houston, TX	Hamilton, Alexander	22345	\$100.00	1	\$100.00
<input type="checkbox"/>	3001 Seattle, WA	Jefferson, Thomas	33245	\$100.00	1	\$100.00
Selected Quantity/Payment Amount					3	\$300.00
Make a Payment						







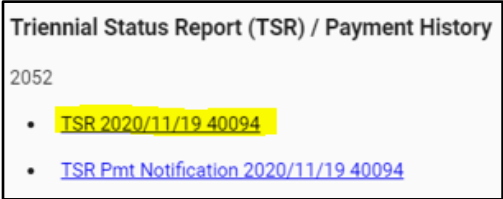
- The payment list contains all of the TRSs e-signed and in 'payment pending' status and associated with that Brokerage license or Sole Proprietor's license as an employee.
- The payment list is sortable on Issuing Port, Name (last name, first name) and License Number.
- The TSRs that will be presented for payment are those whose 'check box' has been checked (left-hand column).



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- d. Some or all of the available TSRs can be paid
- e. The 'Selected Payment' amount may not exceed Pay.Gov's payment limits:
 - i. For credit cards, the limit is \$24,999 per day or for digital wallet the limit is \$10,000 per transaction
 - ii. If a  payment limit is exceeded the system will invite the user to the limit reduce the number of TSRs selected to not exceed
- 8. Select Make a Payment when the user is ready to proceed to making a payment
 - a. Continue at Step 16 of the section titled: **Completing a Triennial Status Report (TSR): Individual License – Sole Proprietor, actively engaged in transacting business as a broker** above

Retrieving a Completed Triennial Status Report

- 9. On the eCBP home page, select **Brokers**. 
- 10. On the Brokers home page, select **Login**. 
- 11. In the pop-up window, select **CONSENT & CONTINUE**. 
- 12. On the Login.gov screen, enter email, password, and select **Sign In**. 
- 13. Select **Triennial Status Report**. 
- 14. Select **Completed Status Reports/Receipts**. 
- 15. Select the desired completed **TSR**. 

Retrieving a Broker License TSR Receipt/Payment Notification

- 1. On the eCBP home page, select **Brokers**. 



2. On the Brokers home page, select **Login**.

Login

3. In the pop-up window, select **CONSENT & CONTINUE**.

CONSENT & CONTINUE

4. On the Login.gov screen, enter email, password, and select **Sign In**.

Sign In

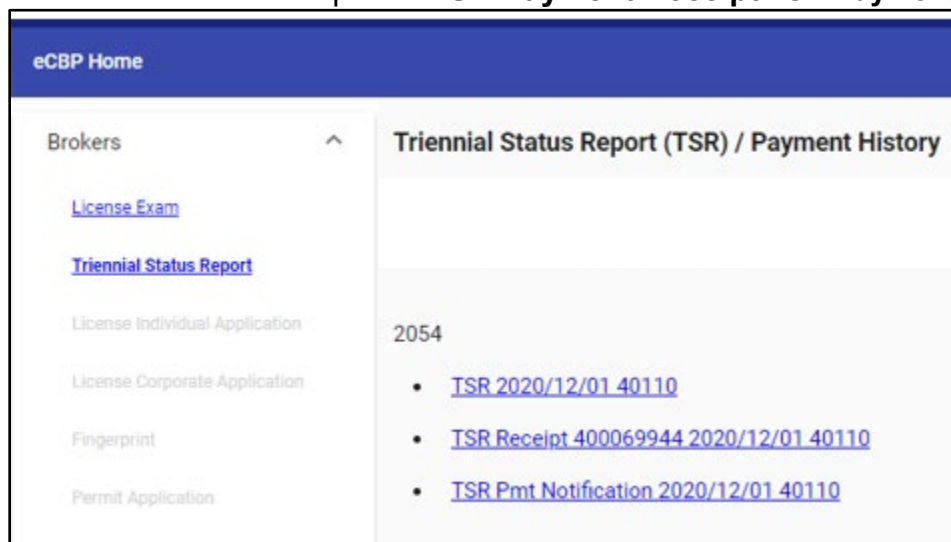
5. Select **Triennial Status Report**.

[Triennial Status Report](#)

6. Select **Completed Status Reports/Receipts**.

Completed Status Reports/Receipts


7. Select the desired completed **TSR Payment Receipt/TSR Payment Notification**





Top of Screen Navigation Buttons

1. Back  - Allows user to return one screen back



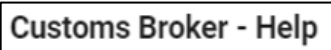
2. Next  - Allows user to advance on screen forward

3. Save  - Allows work to be saved, user can save and exit and retain inputs to date after the work has been saved





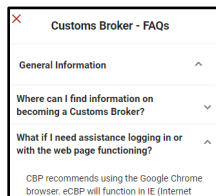
4. Preview  - Follow the on-screen instructions to download and view a PDF copy of the TSR; showing all inputs entered to this point. Upper left-hand corner signifies that the report is in 'DRAFT' status, the report has not been completed.
5. Exit  - Allows work to be saved and exits the user from the TSR system, returns the user to the eCBP Broker homepage.

Viewing the Help Menu

1. On the eCBP home page, select **Brokers**. 
2. Select  **Help** (upper right-hand corner of the screen).
3. The **Customs Broker – Help**  information is displayed.

Viewing the FAQs

1. On the eCBP Broker Home page, select **FAQs**. 
2. On the Customs Broker - FAQs, expand **General Information**. 
3. In the General Information section, expand the “**What if I need assistance logging in or with the web page functioning?**” question.



4. From the Customs Broker – FAQs tab, select the **Triennial Status Report** tab. Review the various topics and their solutions.

